

HACIENDA LA PUENTE ADULT EDUCATION

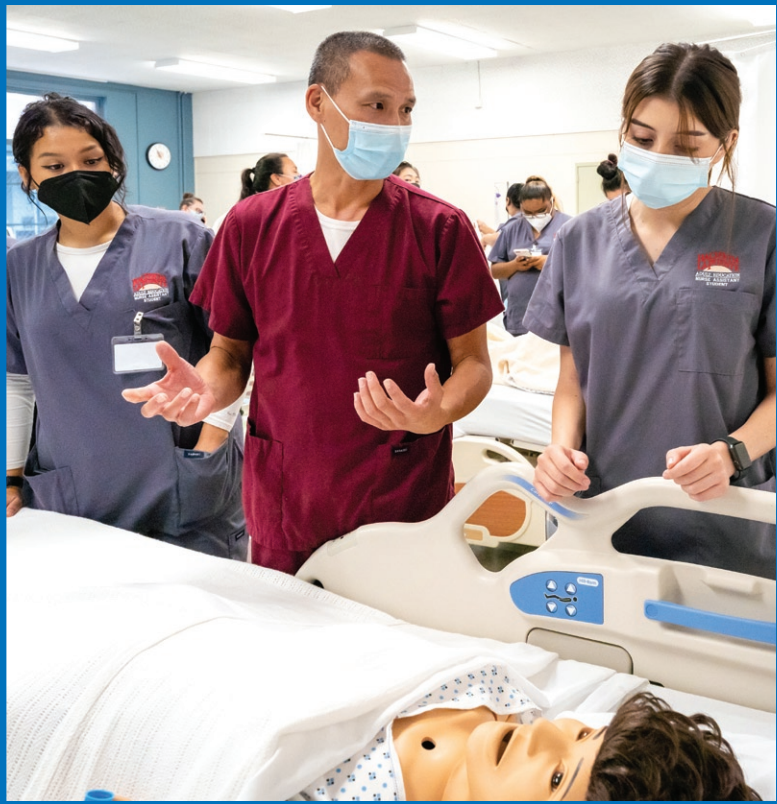


SUMMER 2022 COURSE CATALOG MAY 23 - JUNE 23, 2022



(626) 934-2801 | www.hlpae.com | www.facebook.com/haciendadulteducation

@HLPADULTED



Hacienda La Puente Adult Education will be offering Hybrid and Distance Learning Opportunities for Summer 2022

Hacienda La Puente Adult Education
Hacienda La Puente USD
15959 E. Gale Avenue
P.O. Box 60002
City of Industry, CA 91716-0002
Non-Profit Org.
U.S. Postage
PAID
Industry, CA
PERMIT NO. 4123
*****ECRWSSDDM*****
Residential Customer

WILLOW CENTER
(626) 934-2801
14101 E. Nelson Ave.
La Puente, CA 91746
M-Th 8:00 AM - 4:30 PM

DIBBLE CAMPUS
(626) 933-8305
1600 Pontenova Ave.
Hacienda Heights, CA 91745
M-Th 8:00 AM - 7:00 PM

HUDSON CAMPUS
(626) 934-6761
445 N. Glendora Ave.
La Puente, CA 91744
M-Th 8:00 AM - 7:00 PM



BUSINESS CAREERS

AT WILLOW CENTER CAMPUS

REGISTRATION INFORMATION: See back page.

Basic Microsoft Office

Prerequisite: Basic computer skills. Basic Microsoft Office is a program designed to introduce those wanting to learn various programs such as Word, Excel, PowerPoint and Outlook. This class includes keyboard shortcuts, creating worksheets, forms, formulas, formatting, charts, text creation, inserting pictures/clip-art, animation, sound, and more. Great for office and home projects. Students have the option to attend this course through distance learning, hybrid and in-person instruction.

Cost: \$75
M - TH 8:00 AM-4:00 PM



ADVANCED PRIVATE SECURITY ACADEMY

AT WILLOW CENTER CAMPUS

BE READY TO SERVE AND PROTECT!

Security officers are in high demand and the security industry in the state of California is growing at a fast pace, leading to job security. These courses are taught by law enforcement officials with extensive knowledge and work experience in the field. The Security Training Academy at Hacienda La Puente is a short term training program designed and focused on preparing the students for a career in law enforcement/security field. This security academy course complies with the Department of Consumer Affairs' skills training for security guards. For more information and to be considered for June, please call Martin Barragan at (626) 934-2866. (Authority site: 7581, Business and professions code, Reference: Sections 7583.6 and 7583.7, Business and Professions code.)

Advanced Private Security Academy (120 hours of training)

This three week course includes: Powers to arrest, weapons of mass destruction and terrorism awareness, public relations, communication and it's significance, arrest search and seizure, handcuffing, weaponless defense, straight, side handle, expandable baton, chemical agents/OC-pepper spray, CPR/First Aide, active shooter, Milo simulator firearms training, legal liability, conflict resolution, observation and documentation, post orders, and report writing. The course also covers SB-1626 school police training, including security awareness in education, dynamics of student behavior, disaster and emergencies, educational environment, and roles and responsibilities of a school police officer.

Cost: \$2,055



SCIENCE AND MEDICAL TECHNOLOGY

HEALTH CAREERS

AT WILLOW CENTER CAMPUS

Introduction to Dental Assisting/ Dental Assistant RDA Prep

This course is designed for new, current, or past Dental Assistants who would like to refresh their skills and/or prepare for the upcoming RDA state board exams. This course is also open to students who are new to dentistry and are interested in the field. We will introduce you to the basic skills needed in the field of dentistry. Students will learn about a career working as a Dental Assistant and the requirements to enter our Dental Assisting Program in the Fall.

Cost: \$75
Intro to DA M - TH 8:00 AM-11:30 AM
DA Refresher Course M - TH 11:30 AM-4:00 PM

Medical Biller and Coder

This introductory course will provide students with the foundational concepts of Medical Billing and Coding, and will place a heavy emphasis on medical terminology. Students will gain an understanding of basic elements, rules of building and analyzing medical words, and medical terms associated with the body.

Cost: \$75
T - W 4:00 PM-8:00 PM

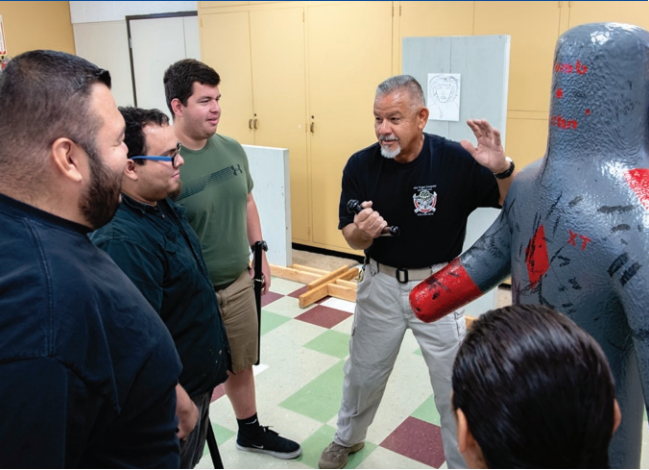
C.E.U's for CNA and MA

Classes meet CE requirements for MA and CNA certificate renewal. Approved by the California Dept. of Health Services (CEP #13075) (NAC #6019). Must pre-register at the Willow Registration office during regular weekday business hours.

Cost: \$20 per class (includes all practice materials and CE certificate).
*Non-refundable.

Course titles to be determined. Please call to inquire.

Friday 9:00 AM-1:00 PM
June 10, and June 17



COSMETOLOGIST/ BARBER/ESTHETICIAN

AT WILLOW CENTER CAMPUS

STATE LICENSED TRAINING PROGRAM!

Redken 5th Avenue Premiere School

Our programs provide students with ongoing advanced education leading to opportunities for higher paying jobs. Many of our graduates are working in the best salons, spas, clinics, and movie studios.

Enrollees must have at least a 10th grade education received from a state-approved and accredited school. All instructors are licensed and credentialed. Learn state-approved procedures in all areas of hair service. Using Redken products, learn hair care, conditioning, hair coloring, and bleaching. For perming, chemical relaxing or soft curl perm, you will learn safety and how to work with chemicals. Students will learn haircutting, clipper cutting, skin care, manicure, chemical relaxing, and more.

Class Registration: Call the school for schedule. Must attend Appraisal prior to enrollment.

Cosmetologist Full Time Program is 1000 hours.

M - TH 8:00 AM-4:30 AM

Barber Full Time Program is 1000 hours.

Esthetician Full Time Program is 600 hours.

Kits & Uniforms: Students are expected to purchase their kits and uniforms from HLP AE Cosmetology Department. Students transferring from another school will need to meet with staff regarding kits. For an itemized list of books and equipment, visit www.hlpae.com.

CULINARY ARTS

AT WILLOW CENTER CAMPUS



OPEN UP YOUR OWN BUSINESS OR WORK AT A GREAT RESTAURANT!

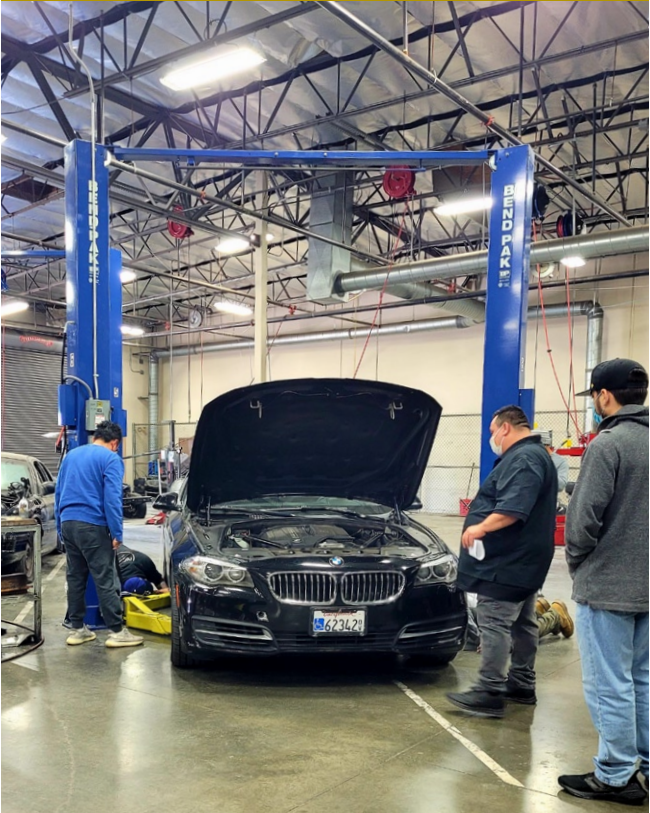
Healthy Produce & Plant Inspired Cooking

Learn to incorporate more produce into everything you cook. We will be focused on the health benefits of different produce items and cooking each day with a different seasonal fruit or vegetable. You will be incorporating each days themed ingredient into a variety of dishes including appetizers, entrées with poultry, beef, pork or seafood, desserts, salads, pizzas, pastas and sandwiches among others. **Prerequisite:** Basic English and math skills is required.

Cost: \$75
M - TH 8:30 AM-4:30 PM

TRADE CAREERS

AT WILLOW CENTER CAMPUS



Major Appliance Service and Repair

Theory and practical training for job entry including refrigerators, washing machines, dryers, microwave ovens, and stoves. Learn to read wiring diagrams and sequence charts for appliance electrical diagnoses. Practical brazing of compressor. HLP AE has partnerships with Samsung, Best Buy, and Whirlpool. As this is an intro/fundamentals enrichment class, students will not earn a certificate or earn hours towards completion of the program.

Cost: \$75

M - TH 8:00 AM-4:00 PM

Combination Welder

Students with no experience will be given introductory training in one of the following processes: SMAW (stick welding), GMAW (MIG welding), GTAW (TIG or Heli-arc welding), or FCAW (flux core welding). Students with some experience in one or more of these processes may practice at their own pace to improve their skill level. Returning students may continue their current area of practice. This will be a 100% hands on class, with the exception of a two-hour introduction to welding safety. Students must provide the following: welding hood, welding gloves, welding jacket, leather work boots, and safety glasses. As this is an intro/fundamentals enrichment class, students will not earn a certificate or earn hours towards completion of the program.

Cost: \$75

M - TH 8:00 AM-4:00 PM

Automobile Technician

HLP AE is a Bureau certified Automotive Maintenance and Repair Training institute. (NATEF Master Certification)

This course provides fundamental knowledge in performing general maintenance, quick service and heating and air conditioning of the automobile. Other areas of instruction will be the practice of shop safety and care of tools and equipment. Emphasis will be in the use of heating, cooling system, and air conditioning recovery, and the certification thereof. The instruction will include recycling, use of testing equipment, and diagnostic procedures for air conditioning service. Also covered will be the general maintenance and quick service of the automobile, which includes tire servicing, shock absorbers and struts, oil changes, batteries, and other services that pertain to general services on the automobile. As this is an intro/fundamentals enrichment class, students will not earn a certificate or earn hours towards completion of the program.

Cost: \$75

M - TH 8:00 AM-4:00 PM

Heating Ventilation and Air Conditioning

Learn entry level HVAC/R, theory, and practical training. You will be given classroom instruction as well as hands on practice. Learn how to troubleshoot, repair, and install air conditioning equipment. You will learn how to install compressors, condenser motors, and blower motors as well as repair leaks in the air conditioning systems. As this is an intro/fundamentals enrichment class, students will not earn a certificate or earn hours towards completion of the program.

Cost: \$75

M - TH 5:00 PM-8:30 PM



ACADEMICS



FREE ESL CLASSES! LEARN ENGLISH!

English as a Second Language

Want to learn English? - Join a FREE class today! The ESL program is for limited and non-English speakers who are interested in learning how to speak, read and write English. Classes are in all levels of English.

Inglés Como Segundo Idioma

Este programa esta disponible para estudiantes interesados en aprender a hablar, leer y escribir el idioma inglés. Los estudiantes seran inscritos en uno de siete niveles desde principiante a avanzado segun los resultados del examen.

想學英語嗎？來上免費課程！

細節請電：(626) 933-8305

ESL課程是為英語能力有限或英語非母語而想學怎麼說，讀和寫英語的人所設。某一些學校有為上課的學生提供免費的幼兒照顧。課程包括所有級別：基礎識字班，初級低班，初級高班，中級低班，中級高班，進級低班和進級高班。

ALL ESL LEVELS OFFERED AT:

DIBBLE CAMPUS

1600 Pontenova Ave., Hacienda Heights • (626) 933-8305

Register in Room K1

Monday-Thursday	8:30 AM - 11:45 AM
Monday-Thursday	12:15 PM - 2:15 PM
Monday-Thursday	6:00 PM - 8:30 PM

HUDSON ADULT LEARNING CENTER

445 N. Glendora Ave, La Puente • (626) 934-6761

Register in Room 8

Monday-Thursday	8:30 AM - 11:45 AM
Monday-Thursday	6:00 PM - 8:30 PM

ESL / Citizenship Preparation

Classes include: U.S. History, Government and Oral/Written Preparation for USCIS test and interview. The Department of Homeland Security does not endorse any products or commercial services mentioned in the brochure.

(A valid permanent resident card is required at the time of registration. Registration for Citizenship Preparation class must be done in person. Registering for family members or other students is not permitted. Students will need to take CASAS ESL/ Citizenship listening test after registration. The minimum age requirement to enroll is 18.)

CITIZENSHIP PREPARATION

Monday-Thursday	12:15 PM-2:15 PM	Online
Monday-Thursday	6:00 PM-8:30 PM	

FEE BASED COURSES

Home Arts / Oil Painting

All levels welcome! Learn to paint the easy way! Simple follow along instruction enables the student to easily learn brush techniques, color mixing, necessary elements, and fundamentals of art. **Maximum class capacity is 20 students.** "Beginners welcome, results guaranteed!"

Cost: \$50 per semester

TH	12:30 PM-4:00 PM
Class Location: Willow, S2	

EARN A HIGH SCHOOL DIPLOMA. GET AHEAD!

Adult Basic Education (ABE) Adult Secondary Education (ASE) High School Equivalency (HSE)

HUDSON ADULT LEARNING CENTER

445 N. Glendora Ave, La Puente • (626) 934-6761

Register in Room 8.

Monday-Thursday	8:30 AM - 11:45 AM
Monday-Thursday	3:30 PM - 7:00 PM

WILLOW ADULT CENTER

14101 E. Nelson Ave, La Puente • (626) 934-2801

Register in Room 119.

Monday-Thursday	8:30 AM - 11:45 AM
Monday-Thursday	3:30 PM - 7:00 PM

EARN YOUR HIGH SCHOOL EQUIVALENCY (HSE) CERTIFICATE

Whether you want to pursue a career or continue your education, earning a high school equivalency (HSE) certificate from the State of California may be an alternative to getting your high school diploma. You now have more options than ever by taking and passing either the GED® or HiSET Exams. In order to help you prepare, we offer test preparation for GED®/HiSET at all three campuses. See classes under the "Adult Basic Education (ABE), Adult Secondary Education (ASE), High School Equivalency (HSE)" heading.

OFFICIAL HSE TESTING CENTER AT WILLOW ADULT CENTER

HLP AE is an official testing center for HiSET and GED exams. Please contact (626) 934-2801 or (626) 933-8305 for additional information and registration.

TESTING SCHEDULE:

Tuesday	9:30 AM-3:30 PM
Wednesday	1:00 PM-3:30 PM
Thursday	9:30 AM-3:30 PM

OLDER ADULT PROGRAMS

AT DIBBLE CAMPUS

REGISTER IN CLASSROOM BEGINNING MAY 23.

Technology / Understanding & Using Computers

This class is designed for the first time computer user, but it is also intended for those whose familiarity with computers is limited and who want a better understanding of the basics. When you complete this class, you will be able to navigate your computer system, be familiar with some of the most popular software, know how and where to find information quickly, and navigate the internet with the utmost confidence. **Class size limited to 16 students.**

Introduction	M & W	8:30 AM-11:00 AM
Advanced	T & TH	8:30 AM-11:00 AM

INNOVATIVE
REHABILITATION SERVICES
AT WILLOW CENTER CAMPUS

Custodial Worker

Prepare for employment in the custodial maintenance field. Become familiar with equipment and chemicals and learn basic skills on the job. Work experience training sites include: restaurants, offices, schools, and motels. Students are paid an hourly rate based on their productivity.

M - F 8:00 AM-12:00 PM & 12:30 PM-3:30 PM Willow

Food Service Worker

Learn general food and salad bar preparation, busing, dish washing, server skills, and cashiering. Learn bakery techniques used in restaurants, markets, and retail locations. Students are paid an hourly rate based on their productivity.

M - F 6:30 AM-12:30 PM & 1:00 PM-3:00 PM Willow

Landscape Gardening Worker

Learn landscape and gardening while working at residential and commercial sites. Train for employment in nursery and landscaping while using and maintaining modern equipment and mastering techniques used in the industry. Students are paid an hourly rate based on their productivity.

M - F 8:00 AM-12:00 PM & 12:30 PM-4:30 PM Willow

Product Assembler

Prepare for employment in the assembly and packaging field. Train in sorting, wiring assembly, and disassembly. Learn to use heat and L-bar sealers, shrink-wrap, blister pack, skin wrap equipment, and document shredding equipment. Provides knowledge, training, and practical experience for students requiring special adaptations to workplace skills to improve product assembly training. Students will become familiar with various warehouse procedures and are paid based on a piece-rate.

M - F 8:00 AM-12 PM & 12:30 PM-4:30 PM Willow

M - W 9:00 AM-12:30 PM & Th 9:00 AM-10:00 AM
Delhaven Community Center

ADULT BASIC EDUCATION

Adult Basic Education:

Life Skills & Workplace Skills Training

Learn educational foundation to manage personal care and hygiene as well provide an educational foundation, basic functional academic, and skills to participate in the workforce.

Sat 8:00 AM-11:30 AM Delhaven Community Center

Adult Basic Education:

English Language Arts & Mathematics

Provides student with basic skills instruction in reading, communication, math, and a better foundation for performing everyday living tasks. Students register in the class..

M - Th 9:00 AM-12:00 PM & 1:00 PM-3:00PM Willow, S1

GENERAL INFORMATION

School Calendar

Summer Classes BeginMay 23, 2022
Memorial Day HolidayMay 30, 2022
Summer Classes End June 23, 2022



Board of Education

President.....Jeffrey De La Torre
Vice President Dr. Joseph K. Chang
Clerk.....Christine H. Salazar
Member..... Anthony Duarte
Member..... Stephanie Serrano
Superintendent Dr. Alfonso Jimenez

Administration - Adult Education

Executive Director..... Dr. Gregory Buckner
Director, Career and Technology Education..... Micah Goins
Director, Academics & Community Education... Elbia Sarabia
Program Administrator, Health Careers..... Valerie Clifford
Program Administrator, Innovative Rehabilitation Services Magy Gharghoury
Program Administrator, Workforce Jorge Seccia
Administrator of Counseling Services Maria Tellez
Administrator of Counseling Services Rosie Sandoval

HOW TO REGISTER FOR:

Career Technical Education

- 1. Complete Online Interest form at www.hlpae.com under CTE/Vocational Programs.
- 2. Attend an online orientation.
- 3. After orientation you will be given instruction on next steps.

ESL and Citizenship / High School Diploma/High School Equivalency

- 1. Go to www.hlpae.com/registration, or go to the campus of your choice during the dates and times below.
- 2. Take an assessment test or make an appointment. (*Plan to stay approximately 1-2 hours.*)
Citizenship: please bring Permanent Resident Card.
- 3. After testing, you will be registered in an available class.

High School Diploma students ONLY: Obtain official sealed transcript from your last school of attendance.

SITE	Career Technical Education Programs	ESL / Citizenship High School Diploma or High School Equivalency
WILLOW CENTER Room #118 14101 E. Nelson Ave., La Puente (626) 934-2801 or (626) 934-5790	Online registration only. www.hlpae.com/registration	Monday/Wednesday 9:00 AM-11:00 AM, Room 119
HUDSON CAMPUS Room #8 445 N. Glendora Ave., La Puente (626) 934-6774 or (626) 934-6761	Online registration only. www.hlpae.com/registration	T/TH 9:00 AM-11:00 AM T/TH 5:30 PM-6:30 PM
DIBBLE CAMPUS Room K-1 1600 Pontenova Ave., Hacienda Heights (626) 933-8330 or (626) 933-8305	Online registration only. www.hlpae.com/registration	M-TH 9:00 AM-11:00 AM M-TH 5:30 PM-6:30 PM

POLICIES AND PROCEDURES:

- You must be 18 years of age or older to enroll in any program.

FINANCIAL AID AND GENERAL INFORMATION

Mission Statement

Hacienda La Puente Adult Education provides a comprehensive educational and career training program that helps a diverse population achieve their goals.

Financial Aid Office
M-Th 9 A.M. - 3:30 P.M.

In order to be eligible to receive federal student aid for the 2022 summer session, only classes that are Title IV approved are eligible for financial aid. NO SPECIALTY CLASSES are eligible. Currently only Combination Welding, and the Cosmetology/ Esthetician/Barber programs for new enrollees, and continuing students who started on/or after January 3, 2022, may qualify for additional funding (900 clock hours max.) for the summer session. To be eligible for funding for the summer session, please fill out the 2021-22 Federal Application for Federal Student Aid (www.studentaid.gov). Do not forget to use our School Pell Code (012522) when you apply. If you are a continuing Cosmetology/ Esthetician/ or Barber student please go to the financial aid office to find out if you qualify for additional financial aid.

If you are planning to start school this Fall semester (August 2022) you will need to fill out the 2022-23 [Free Application for Federal Student Aid \(\[www.studentaid.gov\]\(http://www.studentaid.gov\)\)](#). Please apply as early as possible and do not forget to add our school Pell Code (012522) when submitting your application. Allow a minimum of 3-5 days for your school to receive your electronic Student Aid Report (eSar) after you have submitted your FAFSA online.

In order to process your financial aid you will need to bring in the following documents to the financial aid office:

- Valid California Driver's License or Identification
- Social Security Card
- Sealed High School Transcripts or State recognized equivalent i.e. (GED, HiSET, or TASC) Official transcripts documents needed. If submitting High School Transcripts they must be sealed. Foreign High School Diplomas need to be translated and notarized. Please call the financial aid office for a list of approved agencies.

Note: a student defined as Dependent on the FAFSA will need to provide parent income information and a parent signature to determine a student's eligibility when first applying.

If you have questions please call the financial aid office at (626) 934-2850.

Attendance

In order for an adult education class to remain open, sufficient regular student attendance in class is required. Classes with low enrollment will be canceled. Regular attendance is required for students to complete the program.

Parking

On campus parking is available at most locations. Handicapped parking is available. **Students park at their own risk.**

Fees

Fees must be paid when registering and vary by the class. ATM/debit, credit cards, and money orders are also accepted. Make money orders payable to "Hacienda La Puente Adult Education." Personal checks are not accepted. All fees must be paid prior to attending class. We do not accept Discover card or American Express. For specific program fees or for a complete

itemized list of costs see the listing in the brochure, visit www.hlpae.com. ***\$18 insurance may be applied to certain classes. See front office for details.***

Refund Policy

Hacienda La Puente Adult Education follows a fair and equitable refund policy for the refund of fees and other institutional charges as adopted by the Council on Occupational Education. Refunds are given if the class is canceled. If the student requests a refund, it must be **prior to the fourth class meeting**, whether attended or not. Student initiated refunds will be reduced by a 15 percent service charge. To receive a refund, students request a refund form from the WILLOW CENTER Main Office. Once the form is completed by the student and an explanation is provided, it must be approved by the Director. Once approved, the refund request form is sent to the Hacienda La Puente Unified District Office where the refund is processed. The refund check is then mailed to the student. The process may take up to six weeks. **No refunds will be given for missed classes, insurance fee, books, materials fee, equipment or cosmetology kits.**

Student Services

Hacienda La Puente Adult Education offers ability and aptitude assessment screening, career guidance counseling, job placement, and student financial aid services. The school works in close association with the State of California Employment Development Department (EDD). Special support is provided for clients referred from the State Department of Rehabilitation and the County Department of Public Social Services.

Services to Businesses

Businesses may contract with Hacienda La Puente Adult Education to provide customized computer training and retraining for their employees, English Language Work Place Literacy training and services in support of business operation. For more information, you may call (626) 934-2801.

About this Catalog

The information printed in this Catalog of Classes regarding fees, classes, times, and locations is as up-to-date as possible at the time of printing.

Internet Web Site

Please visit **www.hlpae.com** for additional information not contained in this brochure on:

- 1. The complete academic school calendar
- 2. Further information regarding additional programs and courses
- 3. Complete tuition, fees and other program costs and supplies
- 4. List of faculty and educational backgrounds
- 5. Other institutional facilities readily available
- 6. Opportunities and requirements for financial aid
- 7. Policies, procedures, and time frame for refunding fees and charges to students who withdraw from enrollment.